**JOB DESCRIPTION**

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| Job Title: Program Manager | Job Code: 001060 | Grade: 129 |

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| Department Name: **Radiology, MGH Institute for Technology Assessment** | FLSA Status: Exempt |

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| Position Reports To: **Director, MGH Institute for Technology Assessment** | Date Description Created/Revised: January 2022 |

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| HR Reviewer: Erica Waldron | Department Reviewer: Jagpreet Chhatwal |

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed. Please note that this section should be written in a paragraph format and provide a broad description of the role and its purpose as well as the reporting structure.

The individual in this position will be responsible for working with the Institute for Technology Assessment (ITA) Director and Principal Investigators in two primary capacities. First, he/she will oversee high-level coordination of research activities, organization of input from key collaborators during meetings and conferences, and support identification and pursuit of new opportunities that are consistent with the mission of the ITA. The individual will oversee research staff activities to ensure high-quality data management and regulatory compliance, and to support of a culture of best research practices in the Institute. Second, he/she will be responsible for Pre- and Post-Award management of research grants, establishment of new funds, and monitoring of budgetary performance for federal, foundation, and industry agreements within the ITA.

PRINCIPAL DUTIES AND RESPONSIBILITIES: In order of importance, list essential areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation. This section should be completed as a bulleted list and explain how the role is performed.

**#1) Program Responsibilites:** Interacts with the ITA Director and Principal Investigators by assisting in the management of research activities at the ITA. As above, this will entail a broad spectrum of coordination and oversight of research activities, including – but not limited to – those listed here. Identifies and supports pursuit of new opportunities that are consistent with the mission of the ITA. Coordinates input from key collaborators during meetings and conferences. Assists in regulatory requirements, including human subjects research compliance and IRB submissions. Helps to maintain a culture of best research practices, at the Institute level, through inviting related speakers, attending and organizing seminars, and apprising the Institute of regulatory changes.

**#2) Grants Responsibilities:** Assumes both Pre-Award and Post-Award responsibilities. Assists with grant proposal submissions. Types/edits grant proposals in keeping with federal, industry, and foundation guidelines. Prepares proposal budgets and budget justification documents. Interacts with ITA and Radiology/MGH/Partners Research Administration staff in establishing and monitoring active funds and in terminating expired funds.  Monitors expenditures and assures budgetary compliance. Processes cost transfers and employee data/effort changes. Provides monthly fund updates to investigators.  Analyzes cash flow to prevent deficit spending.  Generates regular balance and projection reports for ITA Director and investigators. Responds to investigator budget inquiries. Identifies compliance issues. Provides financial and salary documentation as needed. Assists ITA Director in providing advice to PIs on fund utilization and financial policies of granting agencies.  Maintains database of inactive and active research and sundry funds for the ITA.

SKILLS & COMPETENCIES REQUIRED: This section should be a bulleted list of minimum requirements explaining the skills (what the individual is trained for) and competencies (measurable as defined by the job) necessary to perform the job.

-Bachelor’s Degree.

-Strong analytical and organizational skills.

-Prior knowledge of grant preparations and funding guidelines.

-Demonstrated proficiency in Microsoft Word, Access, and Excel.

-Highly goal-oriented, self-motivated, and able to work independently.

-Excellent interpersonal/communication skills and professional manner.

-Willingness to take on new challenges and openness to change.

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS: Specify minimum credentials and clearly indicate if required or preferred.

Not Applicable

Certifications:

Required:

Preferred:

Licenses:

Required:

Preferred:

Registrations:

Required:

Preferred:

EDUCATION: Check boxes that best describe the minimum and preferred education requirements.

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| **Minimum Required:**  High school diploma, GED or equivalent  Certificate : Please specify  Some college or Associate’s Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree  None required | **Preferred:**  High school diploma, GED or equivalent  Certificate : Please specify  Some college or Associate’s Degree  Bachelor’s Degree  Master’s Degree  Doctoral Degree |

Field of Study/Additional Specialized Training:

Not Applicable

Business, finance, or quantitative field of study preferred (but not necessary).

Equivalent Experience – please document if educational requirements can be met through equivalent experience:

Not Applicable

EXPERIENCE: Indicate the required and preferred (optional)amount and type of experience.

Not Applicable

Required: 1- 3 year of recent exposure to research grants administration.

Preferred:

SUPERVISORY RESPONSIBILITY (authority to hire, promote, or terminate): Indicate supervisory “scope” and list the number of employees supervised.

Not Applicable

Direct:

Indirect:

Professional Staff Supported:

Non-Employees:

FISCAL RESPONSIBILITY: Indicate financial “scope” information, e.g. size of budget, volume, revenue, etc.

Not Applicable

The individual should expect to work with up to approximately 5-10 million dollars in research funds and 10 faculty members.

WORKING CONDITIONS: Describe the conditions in which the work is performed. Use this section to detail any physical requirements for the position (lifting, carrying, etc). Use this section to also detail any environmental conditions associated with the position (outdoor weather requirements, hazardous materials, etc).

Research office setting.

Job Posting (optional): Use this section to indicate preferred text when posting this job on the careers page. This section should not be a copy of all that is written above but rather a condensed version highlighting the important points.

The MGH Institute for Technology Assessment (ITA) seeks a Program Manager for a group of faculty researchers. The candidate will be responsible for two domains of work: 1) program management, concerned with the coordination and oversight of research activities at the Institute level; and 2) grants administration, concerned with Pre- and Post-Award management of research grants. A Bachelor’s degree is required as is one year of recent, prior exposure to grants administration. Proficiency in Microsoft Word and Excel is required. The candidate will need to be highly organized and goal-oriented, with the ability to work both collaboratively and independently. Excellent interpersonal and communication skills are necessary, as are a willingness to take on new challenges and an openness to change. Experience in working with Partners Insight and Peoplesoft programs are a plus, as are a working knowledge of NIH and other federal, state, and foundation grant regulations and requirements.